

## Instructions for completing the 4-H Participant Fee Form for your club:

1. Be sure to complete all lines on the form. If you have no information to include, please fill in "0" (zero).
2. In the first row of the chart (A), fill in the number of youth who are registering as individuals in your club as their primary 4-H club (including Cloverbuds). Multiply that number by \$10 and fill in the dollar amount on the right side.
3. In the second row, fill in the number of *families* with three or more siblings participating in your club. Multiply that number by \$30 and fill in the dollar amount on the right side.
4. In the third row (B), fill in the number of *youth* represented by the family count in row two (i.e., if you have two families with four siblings each participating in your club, you would fill in "8" as the number of youth).
5. For youth who are registered in your club but participate in another 4-H club as their primary club, list their names and the names of their primary club on the back of the Participant Fees Form.
6. In the fourth row (C), fill in the number of youth who are registered in your club but participate in another 4-H club as their primary club (add up the names on the back of the form). Leaders, be sure to have youth who are registered in another club as their primary club listed on the reverse side of the 4-H Participant Fee Form.
7. In the fifth row (D), enter the number of youth covered by a fee waiver, either by the county or by the state. Be sure that the fee waiver box is checked on the 4-H Members & Volunteer Information Form for 2006-07.
8. Tally your numbers in  $A + B + C + D$  for a total number of youth participants in your club in box (E) (do not include the number of *families* from row two).
9. In your TOTAL box, add the dollar amount from the two boxes on the right hand side.
10. Follow directions from your county Extension office for turning in forms and money.